

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### TEACHER, ESOL

### QUALIFICATIONS

- Bachelor's Degree with appropriate level and coverage of certification and ESOL endorsement strongly preferred OR K-12 Academic ESOL Coverage/certification strongly preferred.

### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of ESOL curriculum and implementation of ESOL strategies.
- Knowledge of screening/testing procedures for LEP student placement.
- Ability to communicate effectively orally and in written form, with bi-lingual abilities preferred.
- Knowledge of instructional technology, as related to ESOL programs.

### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

### POSITION GOAL

*To implement an instructional program, using ESOL strategies, which enables LEP students to communicate, appreciate cultural diversity, and acquire necessary academic skills and concepts.*

### PERFORMANCE RESPONSIBILITIES

1. \* Test student's language proficiency levels based upon student's response to the home language survey and the Individual/Group Assessment tests.
2. \* Prepare, in advance, meaningful lesson plans.
3. \* Place students in appropriate ESOL programs.
4. \* Chair LEP staffing committees within ESOL schools.
5. \* Work closely with guidance personnel to assist student with special needs and attend student study conference.
6. \* Collect data and follow LEP procedures for students who do not pass the norm-referenced test and ensure student placement into appropriate programs.
7. \* Act as a liaison for the school, community, and parents; establish and maintain good rapport with students, school personnel, and parents.
8. \* Confer with guidance counselors and administration to plan student programs and to hand-schedule classes.
9. \* Plan and provide instructional activities for instructional assistants who work with ESOL students.
10. \* Work with the school media specialist to obtain appropriate materials for ESOL students.
11. \* Assist school staff and administration with cross-cultural issues.
12. \* Produce individual student IEP plans, annually or as indicated.
13. \* Monitor student progress for two years after program exit.
14. \* Report retention rate for LEP students to cost center and district ESOL office.
15. \* Report LEP dropouts to cost center and district ESOL office.
16. \* Keep accurate records, tests, reports, etc., as required by Florida Statutes, Regulations, and School Board Policy.
17. \* Participate in staff development and in-service training.
18. \* Establish and maintain a classroom atmosphere conducive to teaching and learning; plan and implement use of classroom time effectively.
19. \* Implement local policies and procedures in order to uphold school regulations.
20. \* Articulate with classroom teachers.
21. \* Provide the appropriate educational opportunities and instruction for each student according to his/her needs and abilities.
22. Perform other duties as assigned by the Principal and/or Designee.

\*Denotes essential job function/ADA

**EQUIPMENT / MATERIALS**

Standard Office Equipment

**PHYSICAL REQUIREMENTS**

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**PHYSICAL ACTIVITIES**

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**None** The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**TERMS OF EMPLOYMENT**

<b>PAY GRADE</b>	<b>POSITION CODES</b>	<b>FLSA</b>	<b>BOARD APPROVED</b>
T <b>\$37,950 - \$73,750</b>	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	June 11, 2013
District Salary Schedule	Personnel Category 7	<input checked="" type="checkbox"/> Not applicable	September 13, 1994
Months 10	EEO-5 Line 33	Previous Board Approval	
Annual Days 196	Function Varies		
Weekly Hours 35	Job Code 1129E	ADA Information Provided by Ron Pinnell	
Annual Hours 1372	1129S	Position Description Prepared by Ron Pinnell	
	Survey Code 51077		